

GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405

ADM 5420.86B
June 19, 1992

GSA ORDER

SUBJECT: FTS2000 Interagency Management Council

1. Purpose. This order continues in effect the FTS2000 Interagency Management Council (IMC) and revises its functions and membership.
2. Cancellation. ADM 5420.86A is canceled.
3. Nature of revision. This revision makes changes in council definitions, functions, and membership.
4. Establishment of the council. The council was established to perform the functions in par. 5, below. The Administrator of General Services determined that establishment of this council was in the public interest in connection with the performance of duties imposed on the General Services Administration (GSA) by the Conference Report to Pub. L. 100-202.
5. Definitions.
 - a. FTS2000. The Federal Telecommunications System 2000 (FTS2000) that was procured through two awards to separate system managers. The two contractor supplied systems provide integrated services to Federal Government authorized users.
 - b. Members. A senior information resources management official from each of the 14 cabinet-level departments, Environmental Protection Agency (EPA), National Aeronautics Space Administration (NASA), United States Postal Service (USPS), Office of Management and Budget (OMB), and the Small Agency Council.
6. Functions of the management council. The major function of the council is to provide recommendations and advice to the Administrator. The council advises the Administrator concerning the management of FTS2000 and performs other functions identified in the Conference Report to Pub. L. 100-202. The functions of the council include, but are not limited to:
 - a. Assisting in the conduct of the FTS2000 program;
 - b. Assisting, through the Source Selection Advisory Committee, in the conduct of FTS2000 price redetermination and service reallocation efforts;

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c. Consulting periodically with GSA officials concerning regulatory, legislative, pricing, and policy issues in the Federal telecommunications arena;

d. Reviewing and commenting on the conduct of telecommunications activities related to FTS2000, including, but not limited to, the Washington Interagency Telecommunications System (WITS) and the Aggregated Switch Procurement (ASP);

e. Reviewing and commenting on GSA plans and budgets for administration of FTS2000 telecommunications (GSA will consult with the council during the planning stages of telecommunications initiatives);

f. Reviewing and commenting on policies related to exceptions from the mandatory use of FTS2000 or any unresolved problems that might impact an agency and GSA, prior to a final decision by the Administrator and prior to transmittal to the Office of Management and Budget (OMB) in the case of appeals; and

g. Coordinating and working with other Information Resources Management (IRM) program management groups such as the Federal Information Resources Management Policy Council (FIRMPOC), as directed by the IMC Chairperson, to provide for an integrated approach to major IRM issues.

7. Council membership.

a. The council consists of one senior IRM official from the 14 cabinet-level departments, EPA, NASA, USPS, OMB, and the Small Agency Council. In addition, members may be added from time to time to provide balanced representation. Each official will designate an alternate to act as the agency representative as necessary.

b. The Administrator of General Services serves as the Chairperson of the council and provides the secretariat. In his absence, the Associate Administrator for FTS2000 serves as the Chairperson.

c. Each member of the IMC has a corresponding technical representative who is part of a technical subcommittee of the IMC. The subcommittee addresses and coordinates technical issues as directed by the IMC.

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8. Council procedures.

a. Members must attend council meetings; alternates may attend in the absence of the principal member.

b. The council's recommendations and advice provided to the Administrator must have the consensus of the members. If there is an impasse on an issue, the Chairperson may request a vote from the members. Any member may request that a vote be taken.

c. Meetings are open to council members, their alternates, and invited guests only.


d. The Chairperson, with the concurrence of the members present, may appoint task forces to accomplish council functions.

e. Data furnished to council members must be treated appropriately and not disclosed outside official channels. Members are required to sign conflict of interest statements where necessary.

f. Additional procedures may be proposed by the Chairperson and adopted with the concurrence of the members.

9. Meetings and records. The council meets at the call of the Chairperson, or a majority of the members, but not less than once each quarter. During the FTS2000 pricing redetermination process, monthly meetings will be held. The Chairperson provides adequate notification of each meeting. The secretariat keeps detailed minutes of each meeting. The minutes include a record of those present; a description of subjects discussed; conclusions reached; and copies of reports received, issued, or approved by the council. An issue voted on must be clearly stated, recorded, and the result of the vote recorded. The Chairperson must certify the accuracy of the minutes, direct that copies be provided to members within 10 working days, and request the concurrence of members.

10. Reports. The council must prepare the reports needed to accomplish its objectives and to keep appropriate officials advised.

A handwritten signature in dark ink, appearing to read "Richard H. Stuebel", is written over a horizontal line.